

Entering a Party

Entering Orders in the Tupperware Canada My Sales system is so easy! Just follow this simple, step-by-step guide as you enter your first Party.

What is a Party?

A Party is any order or orders you wish to enter that were taken for the same Party. The only real difference between a Party and a Non-Party is that a Party has a Host.

You can put as many Customer Orders in a Party as you like. You can also enter a Consultant Order for yourself. You must also enter a Host Order. The orders will not go to the Distribution Centre until you have submitted the Party.

****Note: You don't have to enter the whole Party at once. You can enter a few orders, then shut the computer down and go to bed. You can sign on the next day, open up the Party and continue entering orders. You can even stop half way through an order and continue later!*

Sign in to the Canada My Sales system

Go to Canada My Sales in your browser.



Enter your 11-digit Consultant ID.

Enter your Password.

Click "Let's Go!"

This will take you to the "What's Hot" page.

Check the left side of the page to see if there is anything you need to know. Click on the item and the information will appear on the right of the screen.

To continue, click on "Next" at the top right of the screen. This will take you to the Party History page.

***IMPORTANT:

Do not use the "Back" or "Forward" buttons on your browser! Use the "Next" and "Previous" buttons at the foot of the "My Sales" screens to move back and forth between screens.

Party History Screen

Here is a list of the last 35 Parties you entered, sorted by Party number.

(To find older parties, click on "Party Search" at the top of the screen).

Start a new Party

Click on "Start New Party" at the top-left of the screen.

Party History

May Sales Month ends on Friday, May 26 2006 at 11:59 P.M. ET.

Start New Party

Party Search

You get the following drop-down list:

Select from list

- ▶ Party
- ▶ Non Party
- ▶ Fundraiser

Test One Retest 9380

Click on "Party" to go to the Party setup screen.

Party Set UP

Welcome	Consultant Info	Search	Resources	Cust Care
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Party Setup				Karen Armstrong	
Party Ref#	\$057985	Description	Party Example Step by Step	Party Date	04/29/2006
Attendance	5	# Orders	0	# Datings	0
				Host Gift Program	SUMMER 2006/CANADA

*A Taste of Tupperware Party ☐ GO Party ☐

Source of Party Lead: Taste Of Tupperware Party

Home Address		Ship Address	
Host Search		Primary <input checked="" type="radio"/> Alternate <input type="radio"/>	
First Name	Natasha	First Name	Karen
Last Name	MacDonald	Last Name	Armstrong
Address	1374 Sandhill Drive	Address	2-25 FIFTH ST.
Apt/Suite		Apt/Suite	
City	Ancaster	City	WELLAND
Province	ONTARIO	Province	ONTARIO
Postal Code+3	L9B - 4Y5	Postal Code+3	L3B - 4Z4
E-mail		Work Phone	Extn.
Home Phone	(905)648-1145	Ship Instruction	
Work Phone			

Previous Host Order Party Orders & Datings Delete Party Next


First, enter a description for the Party. This should be something that's meaningful to you, like, Brenda Wilkinson Party etc.

Tab over and enter the Party Date.

Tab to enter number of people in attendance at the Party.

Choose the Host Gift Programme, this will normally be the current Catalogue.

Select the lead type. Just click on the arrow on the right to see a drop-down list.



*****Note:** You have to choose a Source of Party Lead for a Party Order

Host: Now you can enter the name and address of the Host.

*****Note:** You must enter a valid address for the Host!

*****Note:** The My Sales system saves information on Customers and Hosts. If you have entered Web Order Entry Party for this host before, you can click on "Host Search" to save having to type all her information in again.

Ship Address

Click on Primary or Alternate address to choose which of your addresses entered you wish the order shipped to.

<u>Ship Address</u>		<input checked="" type="radio"/> Primary	<input type="radio"/> Alternate
First Name	<input type="text" value="Karen"/>		
Last Name	<input type="text" value="Armstrong"/>		
Address	<input type="text" value="2-25 FIFTH ST."/>		
Apt/Suite	<input type="text"/>		
City	<input type="text" value="WELLAND"/>		
Province	<input type="text" value="ONTARIO"/>		
Postal Code+3	<input type="text" value="L3B"/>	-	<input type="text" value="4Z4"/>
Work Phone	<input type="text"/>	Extn.	<input type="text"/>
Ship Instruction	<input type="text"/>		

Click "**Next**" to enter the Customer order.

Customer Order

Choose the “**Customer**” button for a customer order. (This button is the automatic default)

This order is for: ☒ Customer ☐ Consultant

Next enter the Customer name and address. If this is a customer you have already entered into Web Order Entry, you can click on Customer Search to find the information rather than retyping everything.

Customer Order Karen Armstrong

Party Ref#	8057985	Description	Party Example Step By Step	Party Date	04/29/2006
Order Ref#					

This order is for: ☒ Customer ☐ Consultant

Dated a Party: ☐ Party Date:

Home Address Customer Search

First Name:

Last Name:

Address:

Apt/Suite:

City:

Province:

Postal Code+3: -

E-mail:

Home Phone:

Work Phone: Extn.

Ship Address

First Name:

Last Name:

Address:

Apt/Suite:

City:

Province:

Postal Code+3: -

Work Phone: Extn.

Ship Instruction:

Dated a Party Check Box – If this customer has dated a party please click on the check box and fill in the party date field (month/day/year). This will be important for Host Gift qualifications

****Note: The whole Party will ship to your ship address as chosen in the Party Set Up Screen, so you cannot change the Ship Address.*

Click “**Next**” for the Item Entry Screen

Item Entry

Welcome		Consultant Info		Search		Resources		Cart Case		Log Out	
Item Entry										Karen Armstrong	
Party Ref#	8057985	Description	Party Example Step By Step				Party Date	04/29/2006			
Order Ref#	110701645	Customer	Jane Smith				Order Date	04/29/2006			
Order Type	CUSTOMER	Shipping Method	Ship To Consultant								
Allocate Cash & Carry											
Enter amount and press the Update button to apply sales credit to this order. The maximum amount which can be applied to any one order is \$100. The maximum amount which can be applied to any party is \$100.											
Pool Balance: \$ 00		Order Pool Amount: \$ 00		Pool amount applied to this order: \$ 000		Update					
Item Entry											
To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons.											
Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total			
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
Previous		Item Search		Next 10 Items		Verify		Next			

This is where you enter the Tupperware Purchases for this order.

*****Note:** See separate guide for an explanation of the Cash & Carry Pool.

Go down to Item Entry.

See "1-Regular". Click on the arrow on the left to see the list of item classes.

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	2- Parts							
<input type="checkbox"/>	7- Sales Aids							
<input type="checkbox"/>	8- Sales Specials							
<input type="checkbox"/>	88- Purchase w/ Purchase							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							

You must pick the class when you enter the catalogue number.

Most entries will be 1-Regular Tupperware. But you may have to choose 8-Sales Specials or one of the other classes.

*****Note:** When you choose 1-Regular, it will not change the catalogue number you entered. However, choosing the other classes will add a code to the front of the catalogue number.

Examples:

Enter 1805 and choose 88-Purchase w/ Purchase, 1805 will change to 881805 when you verify the items.

Now tab over and enter the quantity.

You can press tab again to get to the next catalogue number field.

When you have entered all the items, go to the foot of the page and click on **"Verify"**. This will verify that the items are entered in correctly.

Item Entry								
To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons.								
Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
<input type="checkbox"/>	1- Regular	0112	MM SQUARE 2 CONTAINER	1	\$9.75	\$9.75	\$35.00	\$35.00
<input type="checkbox"/>	1- Regular	0126	MM SQUARE SEAL/BMB	1	\$5.90	\$5.90	\$6.00	\$6.00
<input type="checkbox"/>	1- Regular	0332	ONE TOUCH REM CLOSTER/PASSION	1	\$37.05	\$37.05	\$51.00	\$51.00
<input type="checkbox"/>	1- Regular	0448	1 GALLON PITCHER/BLUE BERRY	1	\$20.80	\$20.80	\$31.00	\$31.00
<input type="checkbox"/>	88- Purchase w/ Purchase	881805	QUICK CHOP/POP	1	\$21.15	\$21.15	\$32.50	\$32.50
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							

If there's a problem you'll get an error in red.

Welcome		Consultant Info		Search		Resources		Cart Care		Log Out	
Item Entry										Karen Armstrong	
Error Section											
Following Error(s) occurred in :											
WDE-9704 Item requires minimum of \$100 retail sales.											
Party Ref#	8057985	Description	Party Example Step By Step				Party Date	04/29/2006			
Order Ref#	110701645	Customer	Jane Smith				Order Date	04/29/2006			
Order Type	CUSTOMER	Shipping Method	Ship To Consultant								
Allocate Cash & Carry											
Enter amount and press the Update button to apply sales credit to this order. The maximum amount which can be applied to any one order is \$100. The maximum amount which can be applied to any party is \$100.											
Pool Balance: \$.00		Order Pool Amount: \$.00		Pool amount applied to this order: \$ 0.00		Update					
Item Entry											
To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons.											
Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total			
<input type="checkbox"/>	1- Regular	0112	MM SQUARE 3 CONTAINER	1	\$0.25	\$0.25	\$15.80	\$15.80			
<input type="checkbox"/>	1- Regular	0125	MM SQUARE SEAL/SEAL	1	\$3.90	\$3.90	\$0.00	\$0.00			
<input type="checkbox"/>	88- Purchase w/ Purchase	881805	Incorrect Item - storage space not available	1							
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<div>Previous</div> <div>Item Search</div> <div>Next 10 Items</div> <div>Verify</div> <div>Next</div>											

Look at the top of the screen for a more detailed explanation of the problem.

When you have entered and verified all the items on the order, click **"Next"** at the bottom right of the page to go to the Order Summary.

Customer Order Summary

Welcome	Consultant Info	Search	Resources	Cust Care	Log Out
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Customer Order Summary

Karen Armstrong

Customer Payment Information

FAQ

Help

Chat

Support

PAYMENT HELP

Party Ref#	8057085	Order Number	110701845
Host Name	Natasha Macdonald	This order is a	Ship To Consultant
This order is for	Canada Salesforce Customer	Dated Party	05/05/2006

Sold To

Jane Smith
3322 Oakland Drive
Ancaster Ontario L8L-3V5
eMail:
Home Phone: (905)555-1234
Work Phone:

Ship To

Karen Armstrong
2-25 FIFTH ST.
WELLAND ONTARIO L3B-4Z4
eMail:
Home Phone:
Work Phone:
Shipping Instructions:

Show Consultant Detail

Order Detail

Item Type	Item#	Qty	Description	Price	Total
Regular	0448	1	1 Gallon Pitcher/Blue Berry	\$32.00	\$32.00
Regular	0332	1	One Touch Rem Crislers/Passion	\$57.00	\$57.00
Purchase with Purchase	1805	1	Quick Chef/Pwp	\$32.50	\$32.50
Regular	0112	1	Min Square 2 Container	\$15.00	\$15.00
Regular	0126	1	Min Square Seat/Enb	\$6.00	\$6.00

Order Summary

Retail Price of Customer Items	\$142.50
Subtotal	\$142.50
Shipping	\$3.95
Tax	\$21.97
Total Amount Due from Customer	\$168.42

Was a credit card used to pay for the order? ☐ Yes ☒ No

Previous Print Order Next

Check the Order Summary against your copy of the Customer Order From to be sure everything is included.

Remember, in Web Order Entry, you pay the full retail on every order. Tupperware will send you a commission cheque every week, provided you place orders.

To view the Consultant Costs and Profit Summary for this Customer Order Click the button **"Show Consultant Detail"**

<p>Jane Smith 3322 Oakland Drive Ancaster Ontario L8L-3V5 eMail: Home Phone: (905)555-1234 Work Phone:</p>	<p>Karen Armstrong 2-25 FIFTH ST. WELLAND ONTARIO L3B-4Z4 eMail: Home Phone: Work Phone: Shipping Instructions:</p>
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Show Consultant Detail

Order Detail

Now you can view the Consultant Costs, Profit Summary and Sales Credit for this Customer Order.

Welcome	Consultant Info	Search	Resources	Cart Case	Log Out
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Customer Order Summary

Party Ref#	8057985	Order Number	110701645
Host Name	Natasha Macdonald	This order is a	Ship To Consultant
This order is for	Canada Salesforce Customer	Dated Party	05/05/2006

Sold To Jane Smith 3322 Oakland Drive Ancaster Ontario L9L 3N5 eMail: Home Phone: (905)555-1234 Work Phone:	Ship To Karen Armstrong 3-25 FIFTH ST. WYLLAND ONTARIO L3B 4Z4 eMail: Home Phone: Work Phone: Shipping Instructions:
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[Hide Consultant Detail](#)

Order Detail

Item Type	Item#	Qty	Description	Price	Total
Regular	0449	1	1 Gallon Pitcher Blue Berry	\$32.00	\$32.00
Regular	0332	1	One Touch Rem Chatters Passion	\$57.00	\$57.00
Purchase with Purchase	1805	1	Quick Chef Prep	\$32.90	\$32.90
Regular	0112	1	Min Square 2 Container	\$15.00	\$15.00
Regular	0126	1	Min Square Seal/Enh	\$5.00	\$5.00

Order Summary

Retail Price of Customer Items	\$142.90
Subtotal	\$142.90
Shipping	\$3.95
Tax	\$21.97
Total Amount Due from Customer	\$168.82

Was a credit card used to pay for this order? ☐ Yes ☒ No

Consultant Costs

Price	Total
\$20.80	\$20.80
\$37.05	\$37.05
\$21.13	\$21.13
\$9.75	\$9.75
\$3.90	\$3.90

Sales Credit

Price	Total
\$32.00	\$32.00
\$57.00	\$57.00
\$32.90	\$32.90
\$15.00	\$15.00
\$5.00	\$5.00

Profit Summary

Retail Total	\$142.90
Consultant Cost	-\$92.53
Total	\$49.37

Sales Credit

Retail Sales Credit	\$142.90
Total	\$142.90

Consultant Amount Due

Total	\$8.99
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[Previous](#)
[Print Order](#)
[Next](#)

If the Customer paid you by Credit Card, you can enter it here.

Simply click the **"YES"** button and a Customer Payment Information Screen will appear. Enter the credit card information Tupperware will pick up the funds and credit your Party immediately.

Subtotal	\$142.90	Consultant Cost	-\$92.53
Shipping	\$3.95	Total	\$49.37
Tax	\$22.04		
Total Amount Due from Customer	\$168.89		

Was a credit card used to pay for this order? ☒ Yes ☐ No

Sales Credit Retail Sales Credit Total \$142.90	Consultant Amount Due Total \$8.99
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Customer Payment Information

Payment Amount

Credit Card \$173.89

Card Type **VISA**

Amount Due \$168.89

Total Paid \$173.89

Number 4510111222222222

Expiration 04/06

Billing Address

First Name [Natasha]
 Last Name [Macdonald]
 Address [1324 Sandhill Drive]
 Apt/Suite
 City [Ancaster]
 Province [ONTARIO]
 Postal Code [L9G 1Y5]
 Email
 Home Phone

Consultant Order

You can choose whether the order is for yourself or a Customer at the first page of a new order.

Customer Order Julie Calvert

Party Ref#	7908149	Description	Non-Party Step By Step 3	Party Date	02/19/2006
Order Ref#					

This order is for: ☐ Customer ☒ Consultant

Just click the appropriate circle.

When you choose Consultant, the address box is greyed out. The system already knows your address!

Now you can go ahead and enter your own order. The Item Entry screen is no different than for a Customer order, with one exception -

Samples

As you can see, **"5-Samples"** is added to the drop-down Class box.

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	2- Parts							
<input type="checkbox"/>	5- Samples							
<input type="checkbox"/>	7- Sales Aids							
<input type="checkbox"/>	8- Sales Specials							
<input type="checkbox"/>	88- Purchase w/ Purchase							
<input type="checkbox"/>	91- Award Coupons							
<input type="checkbox"/>	1- Regular							

You can order one of any sample in any given month. The system keeps track of your sample ordering. If you try to order this sample again the system will give you an error.

Just go ahead and enter your order in the same way we described on the previous pages.

Item Entry

To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons.

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
<input type="checkbox"/>	1- Regular	0481	CLEAR HDL MIDD BOWL SET	2	\$19.38	\$38.76	\$29.00	\$58.00
<input type="checkbox"/>	1- Regular	1614	KALEIDOSCOPE SNACK CUP SET	2	\$10.41	\$20.82	\$16.00	\$32.00
<input type="checkbox"/>	5- Samples	058521	POOH CANISTER SET/SAMPLE	1	\$15.61	\$15.61	\$26.00	\$26.00
<input type="checkbox"/>	5- Samples	062618	ARIEL LUNCH SET/SAMPLE	1	\$10.21	\$10.21	\$17.00	\$17.00
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							

When you have entered and verified your order, click **"Next"** at the bottom right of the page to go to the Order Summary.

Consultant Order Summary

Welcome	Consultant Info	Search	Resources	Cost Case	Log Out																																																												
Customer Order Summary					Karen Armstrong																																																												
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Order Detail						Consultant Cost		Sales Credit																																																									
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Total	\$31.84																																																																
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Total	\$134.00																																																																
Previous Next																																																																	

As you can see, this summary shows the total on Consultant Cost for your samples, not retail. This is a compromise due to Sales Aids, Samples and the like.

In fact, you will pay the retail on 0481 and 1614, and the Consultant cost on 8521 and 8518. However, you must pay the tax on the full retail, because at some point you either will sell the sample item or keep it for yourself.

This is a detail from the Party Summary page on the next page.

Orders				Customer Due Detail				Sales Aids / Samples / Host Program			Profit Detail	
Order Number	Shipping Number	Customer	Credit Card	Total Retail	Order Shipping	Sales Tax	Customer Due Amt	Item Cost	Sales Tax	Consultant Due Amt	Consultant Cost	Sales Credit
110693343	110663380	Karen Armstrong		91.00	3.95	13.97	108.92	25.00	6.45	32.25	59.16	134.00
110701534	110663380	Natasha Macdonald		147.00	3.95	22.64	173.59				95.58	147.00
Totals=====>			0.00	238.00	7.90	36.61	202.51	25.00	6.45	32.25	154.72	281.00

See the line for the Consultant, Karen Armstrong – Order number 110693343.

Retail: \$91.00
 Shipping/Handling: \$3.95
 Tax at 15%: \$13.97
Subtotal: \$108.92
 Samples Cost: \$25.80
 Tax at 15% on retail \$6.45
Subtotal: \$32.25

Now click on the **“Next”** button to return to the Party Orders & Datings Screen.

In the event you have had a customer date a party and not purchase any items, you can enter your hostess additional datings, by choosing “**Additional Datings**” on the Party Orders & Datings page.

When you are finished entering your additional datings simply press “**Next**” to return to the Party Orders & Datings Screen.

Now you can choose to enter more orders by pressing **“New Order”** or once you have finished entering your Customer Orders, you can click on **“Host Order”** to enter your Host Order.

HOST ORDER

Welcome	Consultant Info	Search	Resources	Cust Care
Host Order		Karen Armstrong		
Party Ref#	8057985	Description	Party Example Step By Step	Party Date
Order Ref#				
<p>Dated a Party: <input type="checkbox"/> Party Date <input type="text"/></p>				
Home Address		Ship Address		
First Name	Natasha	First Name	Karen	
Last Name	Macdonald	Last Name	Armstrong	
Address	1374 Sandhill Dr	Address	2-25 FIFTH ST.	
Apt/Suite		Apt/Suite		
City	Ancaster	City	WELLAND	
Province	ONTARIO	Province	ONTARIO	
Postal Code+3	L9G - 4V5	Postal Code+3	L3B - 4Z4	
E-mail		Work Phone	Extn. <input type="text"/>	
Home Phone	(905)648-1145	Ship Instruction		
Work Phone	Extn. <input type="text"/>			
<input type="button" value="Previous"/>		<input type="button" value="Delete"/>		<input type="button" value="Next"/>

As soon as you choose **“Host Order”** from the Party Orders and Datings Screen the address fields for the host is automatically filled in, so you simply need to press **“Next”**

Your next screen will be the Item Entry Screen for Host Regular Purchases.

HOST ITEM ENTRY (Regular Purchases)

Welcome		Consultant Info		Search		Resources		Cart Case		Log Out	
Item Entry										Karen Armstrong	
Party Ref#	8057985	Description	Party Example Step By Step				Party Date	04/29/2006			
Order Ref#	110701840	Customer	Natasha Macdonald				Order Date	04/29/2006			
Order Type	HOST	Shipping Method	Ship To Consultant								
Allocate Cash & Carry											
Enter amount and press the Update button to apply sales credit to this order. The maximum amount which can be applied to any one order is \$100. The maximum amount which can be applied to any party is \$100.											
Pool Balance: \$ 0.00		Order Pool Amount: \$ 0.00		Pool amount applied to this order: \$ 0.00		Update					
Item Entry											
To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons.											
Del	Item Type	Item	Description	Qty	Ext	Cost Total	Retail Price	Retail Total			
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
<input type="checkbox"/>	1- Regular										
Previous Item Search Next 10 Items Verify Next											

Please Note: If your host has not purchased any regular item from the catalogue and/or brochure then simply push **"Next"**.

HOST REWARDS SCREEN

Welcome		Consultant Info		Search		Resources		Cart Case	
Host Rewards									
Party Ref#	8057985	Description	Party Example Step By Step				Party Date	04/29/2006	
Order Ref#	110701840	Customer	Natasha Macdonald				Order Date	04/29/2006	
Order Type	HOST	Shipping Method	Ship To Consultant						
Party Retail/Cash & Carry					Host Bonus Items				
Enter amount in the Party Pool Amount: field and press Update button to apply to party sales.					Click once on an item number to add it to the Host Item Entry section below. (To enter HGS, Free Tupperware, or 1/2 Off items, scroll directly down to the Host Item Entry section.)				
Pool Balance:		\$ 0.00							
Party Retail Amount:		\$ 500.50							
Order Pool Amount:		\$ 0.00							
Party Pool Amount:		\$ 0.00		Update					
Total Party Sales:		\$ 500.50		+ 2 Datings					
Host Qualification									
Your Host qualifies for \$75.00 Host Credits									
					Double Thank You Gift - 2nd FreezeSmart(TM) Large 1 Container				
					When Hosts hold a party and have \$150 or more in party sales & 2 or more datings, they receive a 2nd FreezeSmart(TM) Large 1 Container FREE!				
					5206 FREEZESMART LG 1/2+TYG/\$150 MM				
					Host Offer - Kaleidoscope Set				
					Hosts with \$300 or more in party sales and 2 or more datings during February 25 - April 28 may purchase the Kaleidoscope Set for only \$21.00.				
					1894 KALEIDOSCOPE SET				
					April Host Offer - Impressions Cake Taker Set				
					Hosts with \$300 or more in party sales and 2 or more datings during April 1 -				
Credit Information									
Party Credits are the amount of Host Credits earned. (See the amount displayed in red above.) Bonus Credits indicate the amount of additional credit when offered through special promotions. To see the Credits Selected and									

The first part of the Host Rewards Screen tells you about the Total Party Sales and Datings that you have inputted into the system.

Party Retail/Cash & Carry

Enter amount in the Party Pool Amount field and press Update button to apply to party sales.

Pool Balance:	\$	0.00	
Party Retail Amount:	\$	500.50	
Order Pool Amount:	\$	0.00	
Party Pool Amount:	\$	<input style="width: 50px;" type="text" value="0.00"/>	<input style="width: 50px;" type="button" value="Update"/>

Host Qualification

Your Host qualifies for \$75.00 Host Credits

Based on the customer orders entered under this party, the total retail sales are \$500.50 and 2 datings. Now your host is entitled to \$75.00 Host Credits.

***Note: See separate guide for an explanation of the Cash & Carry Pool.

Host Bonus Items

Click once on an item number to add it to the Host Item Entry section below. (To enter HGS, Free Tupperware, or 1/2 Off items, scroll directly down to the Host Item Entry section.)

April 2006 - Hosts with \$500 or more in party sales and 2 or more datings during April 1 - April 30 may purchase the Impressions Cake Taker Set for only \$29.00

4374 IMP CAKE TAKER SET/APRIL HOST

Double Thank You Gift - 2nd Fix-N-Mix(R) Bowl
When Hosts hold a party and have \$150 or more in party sales & 2 or more datings, they receive a 2nd Fix-N-Mix(R) Bowl FREE!

6910 FIX N MIX BOWL/DTG\$150/2

Thank You Gift - Fix-N-Mix(R) Bowl
When Hosts hold a party and have \$150 or more in party sales, they receive a FREE Fix-N-Mix(R) Bowl.

6917 FIX N MIX BOWL W/SEAL

The next half of the Host Rewards Screen, tells you about the different Host Rewards that are available for your host. Simply click on the product # and the item will automatically be inserted into the Item Order part of the screen. (This is a scrolling screen, which you may browse by clicking on the browse bar)

Credit Information									
Party Credits are the amount of Host Credits earned. (See the amount displayed in red above.) Bonus Credits indicate the amount of additional credit when offered through special promotions. To see the Credits Selected and Credits Remaining, simply click the Verify button when you are entering items to see how much has been used and how much remains									
Party Credits		Bonus Credits		Credits Selected		Credits Remaining			
\$75.00		\$0.00		\$0.00		\$75.00			

Host Item Entry									
"To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. (Another way to add Bonus Items is by clicking once on an item number link in the Host Bonus Items box above.) To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons. "									
Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total	
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								
<input type="checkbox"/>	1 - Free Tupperware								

The credit information portion of the Host Rewards Screen indicates the amount of Party Credits Available, Bonus Credits Earned, Credits Selected and Credits Remaining.

Item Type
1 - Free Tupperware
1 - Free Tupperware
2 - Host Gift Specials
3 - Half-Off Items
4 - Half-Off Seals
5 - Host Bonus Items
1 - Free Tupperware
1 - Free Tupperware

Host Item Entry allows you to choose the Host reward item category.

When choosing your Host Item Entry you must select the appropriate category.

This screen is where you will enter all Host Thank You Gifts, Host Bonus Items, Exclusive Host Gift Specials, Free Tupperware and Half Off Items Chosen.

Party Credits	Bonus Credits	Credits Scheduled	Credits Remaining
\$75.00	\$0.00	\$75.00	\$0.00

Host Item Entry

"To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field.
(Another way to add Bonus Items is by clicking once on an item number link in the Host Bonus Items box above.)
To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons."

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
<input type="checkbox"/>	5 - Host Bonus Items	6910	FIZ N MIX BOWL 12VW/SL1/2	1	\$3.50	\$3.50	\$0.00	\$0.00
<input type="checkbox"/>	5 - Host Bonus Items	6917	FIZ N MIX BOWL W/SEAL	1	\$3.50	\$3.50	\$0.00	\$0.00
<input type="checkbox"/>	2 - Host Gift Specials	6735	SUMMER CARRY ALL SET	1	\$50.39	\$50.39	\$75.00	\$75.00
<input type="checkbox"/>	1 - Free Tupperware							
<input type="checkbox"/>	1 - Free Tupperware							
<input type="checkbox"/>	1 - Free Tupperware							
<input type="checkbox"/>	1 - Free Tupperware							
<input type="checkbox"/>	1 - Free Tupperware							
<input type="checkbox"/>	1 - Free Tupperware							
<input type="checkbox"/>	1 - Free Tupperware							
<input type="checkbox"/>	1 - Free Tupperware							

[Previous](#) [Item Search](#) [Next 10 Items](#) [Verify](#) [Next](#)

When finished entering your Host Rewards press **"Next"**

Like the Customer Order Summary, the Host Order Summary shows you all items ordered and items redeemed, plus a special section for Host Program Costs.

Welcome	Consultant Info	Search	Resources	Cost Care	Log Out																																																						
<h3>Customer Order Summary</h3>					FAQ																																																						
<p>Karen Armstrong Customer Payment Information</p>					Help																																																						
<table border="1"><tr><td>Party Ref:</td><td>8007906</td><td>Order Number:</td><td>116701840</td></tr><tr><td>Host Name:</td><td>Natasha MacDonald</td><td>This order is a:</td><td>Ship To Consultant</td></tr><tr><td>This order is for:</td><td>Canada Salesforce Host</td><td>Dated Party:</td><td>No</td></tr></table>					Party Ref:	8007906	Order Number:	116701840	Host Name:	Natasha MacDonald	This order is a:	Ship To Consultant	This order is for:	Canada Salesforce Host	Dated Party:	No	Chat																																										
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Total	\$0.00																																																										
<p>Was a credit card used to pay for the order? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>																																																											
Previous Print Order Next																																																											

Make sure to review your Host Rewards Section to ensure you have ordered all your Host Products and redeemed all your Host Rewards. If you host has paid for her regular items, Host Bonus Items and Half-Off items by Credit Card simply click the **“Yes”** button and continue to enter your host’s credit card information.

To finish up your Party Entry simply press **“Next”** and advance to the Party Summary Screen.

Party Summary

[Welcome](#)
[Consultant Info](#)
[Search](#)
[Resources](#)
[Cart Case](#)
[Log Out](#)

Party Summary

Karen Armstrong

Consultant Payment

Party Authorization is NOT SUBMITTED

Party Ref#

8057935

Party Date

04/02/2006

Description

Party Example Step By Step

Orders

Order Number	Shipping Number	Customer	Credit Card	Total Retail	Order Shipping	Sales Tax	Customer Due Amt.	Item Cost	Sales Tax	Consultant Due Amt.	Consultant Cost	Sales Credit	
110693552	110701632	Karen Armstrong			3.96	0.32	4.27	34.96	2.45	37.40			
110701645	110701632	Jane Smith		142.60	3.96	21.57	168.12				92.63	142.50	
110693649	110701632	Jessie Montgomery		368.00	3.96	54.29	416.24				232.70	368.00	
110701640	110701632	HOST: Natascha Medson						37.38	2.62	40.00			
Totals =====>				6.00	\$68.59	11.65	76.58	689.33	72.33	6.96	77.39	325.33	\$68.59

Customer Due Detail

Total Retail	Order Shipping	Sales Tax	Customer Due Amt.
6.00	\$68.59	11.65	76.58

Sales Aids / Samples / Host Programs

Item Cost	Sales Tax	Consultant Due Amt.
34.96	2.45	37.40

Profit Detail

Consultant Cost	Sales Credit
92.63	142.50
232.70	368.00

Amount Due Summary

Customer Due Amt - Total	\$588.93
Subtotal	\$588.93
Customer Credit Card Payments	\$0.00
Total Balance Due	\$588.93

Profit Summary

Party Costs	
Total Retail	\$500.50
Consultant Cost	-\$325.33
Gross Profit from this party	\$175.17

Other Expenses

Consultant Due Amt.	
Samples	\$0.00
Sales Aids	\$37.40
Host Program	\$40.00
Consultant Due Amt	\$77.39
Exclude Samples	\$0.00
Total Consultant Due Amt	\$77.39
Party Shipping	\$15.02
Extra Shipping	\$0.00
Party/Extra Shipping Tax	\$2.25
Other Expenses	\$94.66

Party Profit

Gross Profit from this party	\$175.17
Less Other Expenses	-\$94.66
Amount Refunded to You	\$80.51

Placment of this order is subject to the prior WOE agreement made with Tupperware Canada. Tupperware and I agree that we will enter into all purchase and sales transactions as principals. Tupperware and I further agree that any claims we may have as a result of a purchase and sales transaction shall be made between Tupperware and me and not against any other third party.

Sales Credit

Total	\$500.50
-------	----------

Consultant Payment

Party Summary

Payment Amount: \$ 588.93

Existing Card

Select an existing Credit Card

New Card

Card Type

VISA

Number

Expiration

Do not store credit card information

Billing Address

Same as Mail To Address

Same as Ship Address

First Name

Last Name

Address

Apt/Suite

City

Province

Select Province

Postal Code

PUE 3

Email

Home Phone

Work Phone

Ext.

Previous

Submit Party

Next

Your Party Summary Screen will list all customer orders entered, any consultant orders entered and give you a breakdown of Total Sales Credit, Profit Summaries, Other Expenses and your Net Party Profit.

Check the figures, and then pay using your Credit Card, after you have entered your credit card information press "**Submit Party**". This will submit the order to the Distribution Centre for Packing and Shipping.

That's all there is to it!

At the end of each week Tupperware will issue you a cheque for your Commission, assuming you have placed at least one order.

****Note: The only difference between a Party and a Non-Party is the Host order.*